

**To:** Kumar, Ashij (EC/EC)[[ashij.kumar@canada.ca](mailto:ashij.kumar@canada.ca)]  
**Cc:** Schardt, James[[schardt.james@epa.gov](mailto:schardt.james@epa.gov)]; Todd Turner[[todd\\_turner@fws.gov](mailto:todd_turner@fws.gov)]; Gavin Christie[[Gavin.Christie@dfo-mpo.gc.ca](mailto:Gavin.Christie@dfo-mpo.gc.ca)]  
**From:** Hoff, Michael  
**Sent:** Fri 2/12/2016 1:47:04 PM  
**Subject:** Re: Don't worry about formatting... RE: GLWQA Progress Report of the Parties - template and timeline

Thank you, Ash!

Todd and Gavin: I recommend:

- taking Ash up on his offer to reformat, next week, the draft text (including any additions from Gavin)
- then sending the updated version to the Subcommittee to request input (especially additions).

On Fri, Feb 12, 2016 at 7:38 AM, Kumar, Ashij (EC/EC) <[ashij.kumar@canada.ca](mailto:ashij.kumar@canada.ca)> wrote:

I may not be understanding the “re-organization to the priorities” comment fully. The Nutrients Annex draft lists activities/accomplishments/progress linked under a specific commitment from the annex. There’s no linkage to the priorities. I’d organize the text in the best way to tell your annexes’ story of what was done in the 3yr and I’m assuming all your 2013-2016 priorities will be captured. I wouldn’t be held to the “order” your priorities is listed (but guessing that is not what Jamie meant). I’d default to Jamie’s advice though since the Nutrients Annex draft came from EPA and Mike Goffin agreed to it.. we didn’t see any specific linkage to priorities but understood co-leads would keep their priorities in mind when drafting their text – ie to ensure they’re reporting on the key commitments from their annex for 2013-2016.

But if the idea is to solicit input from your subcommittee I’d just send out what you have; say it’s an early draft; and you could send out the Nutrients eg to show what the final will look like; and then ask for input as Jamie suggested.

If you like, someone in my group and myself may be able to reformat your text similar to the Nutrients Annex (minus the colourful formatting stuff) but likely wouldn’t get to it till next week. I looked at your draft and have some initial thoughts.

Ash

**From:** Hoff, Michael [[mailto:michael\\_hoff@fws.gov](mailto:michael_hoff@fws.gov)]  
**Sent:** February 12, 2016 6:58 AM

**To:** Schardt, James

**Cc:** Kumar, Ashij (EC/EC); Todd Turner; Gavin Christie

**Subject:** Re: Don't worry about formatting... RE: GLWQA Progress Report of the Parties - template and timeline

Thank you, Jamie. I will soon review and edit the draft content to address your comment about reorganization (i.e., "re-organize the write up so it directly parallels the official Science and Action Priorities identified by Annex 6 at the beginning of the three year management cycle as listed in [binational.net](http://binational.net)")

On Thu, Feb 11, 2016 at 3:25 PM, Schardt, James <[schardt.james@epa.gov](mailto:schardt.james@epa.gov)> wrote:

Mike, I haven't talked with Ash yet, but I did a quick scan and it seems pretty close. Good job! I think you should consider sending the draft as-is to the rest of the Annex 6 Subcommittee and see if there are other items that can be reported by other federal/state/tribal/provincial etc. partners

(Your document does a pretty good of capturing all of these items, but you might want to re-organize the write up so it directly parallels the official Science and Action Priorities identified by Annex 6 at the beginning of the three year management cycle as listed on [binational.net](http://binational.net))

<http://binational.net/2014/03/20/psa-pasa-2014/>

|                             |   |   |
|-----------------------------|---|---|
| 6. Aquatic Invasive Species | <ul style="list-style-type: none"> <li>• Undertake ecological assessments of Aquatic Invasive Species (AIS) prevention programs.</li> <li>• Develop and evaluate early AIS detection technologies and methods.</li> </ul> | <ul style="list-style-type: none"> <li>• By 2015, develop and implement an early detection and rapid response initiative that coordinates effective domestic and, when necessary, binational response to prevent AIS from becoming established in the Great Lakes.</li> </ul> |
|-----------------------------|---|---|

|  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"><li>• Research and develop technologies and methods for control and eradication of AIS.</li><li>• Determine the effects of habitat and climate change on risks of AIS establishment.</li><li>• Implement and evaluate risk assessments of species, pathways, and vectors of AIS.</li></ul> |  |
|--|--|--|

**From:** Hoff, Michael [mailto:[michael\\_hoff@fws.gov](mailto:michael_hoff@fws.gov)]

**Sent:** Thursday, February 11, 2016 2:09 PM

**To:** Schardt, James <[schardt.james@epa.gov](mailto:schardt.james@epa.gov)>

**Subject:** Re: Don't worry about formatting... RE: GLWQA Progress Report of the Parties - template and timeline

Jamie: I certainly did not understand, from the email sent by Jennifer, that formatting was not needed now. I appreciated our conversation about that issue. As a result, I submitted our content. Have you and Ash yet reviewed the draft content I submitted?

On Thu, Feb 11, 2016 at 1:49 PM, Schardt, James <[schardt.james@epa.gov](mailto:schardt.james@epa.gov)> wrote:

Dear U.S. Annex Co-Leads:

Recently, we provided you with a draft template (using Annex 4 as the subject matter) for your respective chapters of the Progress Report to the Parties (PRP). We should have made clear that you need not worry about the fancy formatting; what we need from you is the substantive content that will go into your respective chapter. The formatting will be done by the U.S. and/or Canadian Secretariat.

To the extent possible, we do ask that you draft the substantive content with the formatting in mind; in other words, if you can make it easy for us to take your submitted material and convert it into the desired format, we would really appreciate it.

Thanks!

U.S. GLEC Secretariat

**From:** McKay, Jennifer (EC/EC) [<mailto:jennifer.mckay@canada.ca>]  
**Sent:** Wednesday, February 03, 2016 3:43 PM  
**To:** Carney, Wendy <[carney.wendy@epa.gov](mailto:carney.wendy@epa.gov)>; Gee, Jon (EC/EC) <[jon.gee@canada.ca](mailto:jon.gee@canada.ca)>; Korleski, Christopher <[korleski.christopher@epa.gov](mailto:korleski.christopher@epa.gov)>; Marsden, John (EC/EC) <[john.marsden@canada.ca](mailto:john.marsden@canada.ca)>; Wise, Louise <[Wise.Louise@epa.gov](mailto:Wise.Louise@epa.gov)>; Galatone, Vincenza (EC/EC) <[vincenza.galatone@canada.ca](mailto:vincenza.galatone@canada.ca)>; Hyde, Tinka <[hyde.tinka@epa.gov](mailto:hyde.tinka@epa.gov)>; Humphrey, Susan (EC/EC) <[susan.humphrey@canada.ca](mailto:susan.humphrey@canada.ca)>; [Lorne.W.Thomas@uscg.mil](mailto:Lorne.W.Thomas@uscg.mil); [chris.wiley@tc.gc.ca](mailto:chris.wiley@tc.gc.ca); [todd\\_turner@fws.gov](mailto:todd_turner@fws.gov); [Gavin.Christie@dfo-mpo.gc.ca](mailto:Gavin.Christie@dfo-mpo.gc.ca); [lynn\\_lewis@fws.gov](mailto:lynn_lewis@fws.gov); [nggranne@usgs.gov](mailto:nggranne@usgs.gov); VanStempvoort, Dale (EC/EC) <[dale.vanstempvoort@canada.ca](mailto:dale.vanstempvoort@canada.ca)>; [doug.kluck@noaa.gov](mailto:doug.kluck@noaa.gov); Quealey, Patrick (EC/EC) <[patrick.quealey@canada.ca](mailto:patrick.quealey@canada.ca)>; Horvatin, Paul <[horvatin.paul@epa.gov](mailto:horvatin.paul@epa.gov)>; Yerubandi, Ram (EC/EC) <[ram.yerubandi@canada.ca](mailto:ram.yerubandi@canada.ca)>

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**Subject:** GLWQA Progress Report of the Parties - template and timeline

**Dear Canadian and U.S. GLWQA Annex Co-Leads:**

Please find attached the Draft Nutrients Annex Chapter to provide you with an example of a form and structure for you to follow for your specific annex chapters.

In addition to providing this draft chapter, the following is additional guidance:

- The previous annex template that was provided in September 2015 is no longer valid following direction from the GLEC Co-Chairs.
- Focus on the Key Commitments from your annex that you would like to highlight based on activities undertaken and progress achieved in the first 3 years – i.e., “What story do you want to tell for your annex?”
- Keep in mind your annexes’ Priorities for Science and Action (<http://binational.net/2014/03/20/psa-pasa-2014/>) and time-bounded commitments. We’re assuming that your Key Commitments being reported on will be directly aligned

to the priorities for science and action that you identified for 2014-2016; if for some reason there was a priority for science or action that didn't get covered off by reporting against Key Commitments then Co-Leads should discuss any work undertaken related to those specific priorities.

- The first page of the Draft Nutrients Annex Chapter includes a timeline towards the annexes' time-bounded commitment – this may or may not work for other annexes so adjust as necessary or include other information.
- The bullets of progress achieved under the Key Commitments should be succinct. (You can refer to other sources of information that are available elsewhere / online.)
- The section on Domestic Actions should be concise – you may wish to include a longer list but we may need to cut back some of this text to allow for our overall recommended page limit of 50 pages. We will try to achieve a balance of input from all the agencies and organizations that provide you input for this section.
- Try to keep your Draft Annex Chapter to 4 pages maximum if possible.
- Use MS Word to develop your draft in text format and embed any images you wish. Do not use PowerPoint (as shown in the draft Nutrients Chapter Annex). We will be applying a uniform style and format once all the draft sections are submitted to the Secretariat.
- Engage your Secretariat staff representatives in the drafting of your chapters – this will speed up the review and revision process. On the Canadian side, Ash and Carla are able to work with you or your drafting team to assist or hold the pen if you wish. On the U.S. side, Chris, Jamie, and the other LAMP managers will be able to provide guidance.

Here is the revised draft timeline for the production of the Progress Report of the Parties:

- Feb 19 – Please respond to [ashij.kumar@canada.ca](mailto:ashij.kumar@canada.ca) and [schardt.james@epa.gov](mailto:schardt.james@epa.gov) to let us know who will be drafting your chapters.
- Feb-Apr 1 – ***Co-Leads draft their chapters and submit draft to Secretariat - April 1 (firm deadline)***; Secretariat staff draft article-related language and introductory language and assemble complete PRP
- Apr 4-8 – Secretariat review/revision with Co-Leads
- Apr 11-22 – GLEC Co-Chair review/revisions [ 2 week Co-Chair review and internal agency approvals]
- Apr 22 – “draft without prejudice” sent to GLEC members
- Apr 25 -May 13 – GLEC member review/input [to allow 3 full weeks for GLEC member input]
- May 16-20 – Secretariat considers comments/makes revisions
- May 23-27 – GLEC Co-Chair review of final draft for presentation at GLEC
- May 27 – final draft sent to GLEC in advance of Jun GLEC (firm deadline)
- Jun 1-2 – final draft presented at Jun GLEC

If you have any questions please feel free to contact your Secretariat staff member.

Sincerely,

Jennifer McKay

GLEC Secretariat (Canada)

Environment Canada

Great Lakes Environment Office

Chris Korleski

GLEC Secretariat (U.S.)

U.S. Environmental Protection Agency

Great Lakes National Program Office

**From:** Haugland, John [<mailto:haugland.john@epa.gov>]

**Sent:** September 24, 2015 10:20 AM

**To:** Carney, Wendy; Gee, Jon [Ontario]; Korleski, Christopher; Marsden, John [Ontario]; Wise, Louise; Galatone, Vincenza [NCR]; Hyde, Tinka; Humphrey, Susan [Ontario]; [Lorne.W.Thomas@uscg.mil](mailto:Lorne.W.Thomas@uscg.mil); Wiley, Chris: TC; [todd\\_turner@fws.gov](mailto:todd_turner@fws.gov); Christie, Gavin: DFO; [lynn\\_lewis@fws.gov](mailto:lynn_lewis@fws.gov); [nggranne@usgs.gov](mailto:nggranne@usgs.gov); VanStempvoort, Dale [Burlington]; [doug.kluck@noaa.gov](mailto:doug.kluck@noaa.gov); Quealey, Patrick [Ontario]; Horvatin, Paul; Yerubandi, Ram [Burlington]  
**Cc:** Haugland, John; Schardt, James; Hinchey, Elizabeth; Laplante, Elizabeth; McKay, Jennifer [Ontario]; Kumar, Ashij [Ontario]; Torchia, Carla [Ontario]; de Beaumont, Diane [Ontario]; Robertson, Linda [Ontario]; Phillips, Kelly [Ontario]; Wood, Laurie [Ontario]; Anderson, Janette [Burlington]; Smith, Ted; Grams, Bradley; Spicer, Mary-Ann [NCR]; Bernier, Sophie [NCR]; Langley, Hugh [NCR]; Sealock, Lisa [Ontario]; Wortman, Santina; George, Sandra E [Burlington]; [Michael\\_Hoff@fws.gov](mailto:Michael_Hoff@fws.gov); [amy\\_mcgovern@fws.gov](mailto:amy_mcgovern@fws.gov); Rodriguez, Karen; [Robert\\_Krska@fws.gov](mailto:Robert_Krska@fws.gov); [heather.stirratt@noaa.gov](mailto:heather.stirratt@noaa.gov); Stadler-Salt, Nancy [Burlington]; Adams, Jackie

**Subject:** GLWQA Progress Report of the Parties

*[sent on behalf of the GLEC Secretariat]*

Dear Binational GLWQA Annex Subcommittee Co-Leads:

As you know, the Parties are required to “prepare...a binational Progress Report of the Parties (PRP) to document actions relating to this Agreement, taken domestically and binationally. The first such report shall be provided to the Public and the Commission before the second Great Lakes Public Forum...” This means that we are on the hook to have a *final* PRP released before October, 2016.

We will be presenting our plans for the PRP to the GLEC at our December meeting. We anticipate a report of approximately 50 pages in length that will cover the first three years of implementation of the GLWQA (from February 2013 through February 2016). In addition to reporting progress on the Articles of the Agreement, each Annex will need a chapter of its own, and given space constraints, we are planning for an average of 3-4 pages per annex. Attached, for your consideration, is a draft outline



and a template for annex-specific chapters.

We are currently working with Annex 4 subcommittee staff to create a first-draft Nutrients chapter that we will share with you as a model for what we are looking for in annex chapters.

In the meantime, we are asking you to start gathering information on your key activities and what you will have accomplished between February 2013 and February 2016, and to consider if you will need any graphs, charts or images. If appropriate, we suggest you discuss with your subcommittees and any critical partners what key commitments and priorities for science and action you will need to address in your chapters and aligning your key activities to these.

Please use the attached template to help your organization of the information. We don't know yet what the chapter formatting will be, but it is not too early to start putting paper to pen! We anticipate requesting first drafts or outlines of first drafts by **mid-November**. We will keep you updated as we work with the GLEC Co-Chairs to finalize our approach and timeline.

Sincerely,

Jennifer McKay

GLEC Secretariat (Canada)

Environment Canada

Great Lakes Environment Office

Chris Korleski

GLEC Secretariat (U.S.)

U.S. Environmental Protection Agency

Great Lakes National Program Office

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